

Office 365 Teacher Academy

Transform Learning with Microsoft Teams

Table of contents (1 hour)

- [1. What is in a Team?](#)
- [2. Get Started: Creating or Joining a Team](#)
- [3. Establish the Guidelines: Managing Your Team Members and Their Permissions](#)
- [4. Navigate Your Teams Space](#)
- [5. Work With A Team in Channels](#)
- [6. Stay Connected with Conversations](#)
- [7. Make a Big Impact with Announcements](#)
- [8. Share and Collaborate with Files](#)
- [9. Better Together: Add EDU Partners to your Team sites](#)
- [10. Let Me Count the Ways: The Many Educational Uses for Microsoft Teams](#)
- [11. Personalize Your Team with Apps](#)
- [12. Organize Your Team's Notes and Resources with OneNote](#)
- [13. Integrate Microsoft Forms within Your Team](#)
- [14. Create, Track, and Review Assignments in Class Teams](#)
- [Quiz](#)

Crafting a collaborative learning environment with Class Teams

Table of contents (1 hour)

- [1. Increasing Efficiency with Microsoft Class Teams](#)
- [2. Creating a Positive Class Identity](#)
- [3. Building a Content Center with Class Notebook](#)
- [4. Enhancing Family Communication](#)
- [5. Reducing the Paper Trail by Creating Assignments in Teams](#)
- [6. Checking for understanding with embedded Forms quizzes](#)
- [7. Supporting efficiency with the Grades tab](#)
- [8. Maximizing Flexibility with Assignments view](#)
- [9. Improving Student Outcomes with the Feedback Cycle](#)
- [10. Encouraging Students with Celebrations and Praise](#)
- [11. Enhancing learning with 3rd party apps](#)
- [12. Hosting live events to stay connected](#)
- [13. Integrating External Sources](#)
- [Quiz](#)

OneNote Class Notebook: A teacher's all-in-one notebook for students

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- [1. Getting started with a OneNote Class Notebook](#)
- [2. Setting up a OneNote Class Notebook](#)
- [3. Getting the most out of OneNote Class Notebook](#)
- [4. Immersive Reader and Researcher](#) (watch All About Immersive Reader below)
- [5. Making Math Happen in OneNote](#)
- [6. Accessibility in OneNote](#)
- [7. Translation](#)
- [Quiz](#)

Microsoft Forms: Creating Authentic Assessments

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- [1. Introduction to Microsoft Forms](#)
- [2. Pre-assessments](#)
- [3. Formative assessments - entrance and exit tickets](#)
- [4. Equations in Microsoft Forms](#)
- [5. Flipping with Microsoft Forms](#)
- [6. Branching feature in Microsoft Forms](#)
- [7. Summative assessments](#)
- [8. Sharing Microsoft Forms with students and teachers](#)
- [9. Themes and setting for Microsoft Forms](#)
- [Quiz](#)

All About the Immersive Reader (11 minutes)

How to find your way around Microsoft Teams (3 minutes)

Inclusive Writing Tools (7 minutes)

Inclusive Math Tools (8 minutes)

Whiteboard , Blog

[Teacher Training Course](#) for Teacher-led training
Presenter's package and Participants package downloads -
everything we need for the following topics:

21st Century Classrooms with Microsoft Teams

[Course 1: All about Teams](#)

[Course 2: Let's share](#)

[Course 3: Working with students](#)

[Course 4: Assignments and feedback](#)

[Course 5: Class Notebook in Teams](#)

<https://www.onenoteineducation.com/>